



administrative assistant

Posted by: Impact Health Physiotherapy and Sports Injury Clinic

Posting date: 04-Apr-2025 **Closing date:** 24-Apr-2025

Education: Secondary (high) school graduation certificate

Language: English

Job location: Medicine Hat

Salary: \$22.00 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ2575035

Expired

Job description:

Title: administrative assistant

Employer: Impact Health Physiotherapy and Sports Injury Clinic

Address: 1424 Southview Dr SE suite 105, Medicine Hat, AB T1B 4E7

Wages: \$22.00/hour

Vacancies: 1 vacancies

Joining: As soon as possible

Employment type: Permanent employment, Full time
30 to 40 hours /week

Employment conditions: Day, Evening, Morning, Shift

Overview

Languages

English

Education

- **Secondary (high) school graduation certificate**
- **or equivalent experience**

Experience

Experience an asset

On site

Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

Tasks

- **Coordinate the activities of the HR department in order to ensure they meet the organization's goals**
- **Coordinate the flow of information within the team**
- **Direct and control daily operations**
- **Direct staff**
- **Evaluate daily operations**
- **Motivate staff**
- **Open and distribute mail and other materials**
- **Plan and control budget and expenditures**
- **Plan and organize daily operations**
- **Supervise other workers**
- **Establish and implement policies and procedures**
- **Train other workers**
- **Record and prepare minutes of meetings, seminars and conferences**
- **Determine and establish office procedures and routines**
- **Plan, develop and implement recruitment strategies**
- **Answer telephone and relay telephone calls and messages**
- **Oversee the analysis of employee data and information**
- **Oversee the preparation of reports**
- **Order office supplies and maintain inventory**
- **Organize staff consultation and grievance procedures**
- **Arrange travel, related itineraries and make reservations**
- **Greet people and direct them to contacts or service areas**
- **Conduct research**
- **Provide customer service**
- **Recruit and hire workers and carry out related staffing actions**
- **Maintain and manage digital database**
- **Perform basic bookkeeping tasks**
- **Evaluate work environments, programs and procedures to control, eliminate, and prevent disease or injury**
- **Supervise office and volunteer staff**

Supervision

- 1 to 2 people

Benefits

Health benefits

- Dental plan
- Disability benefits
- Health care plan
- Paramedical services coverage
- Vision care benefits

Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: **Indigenous people, Newcomers to Canada, Youth**

HOW TO APPLY

By email

impacthealthmhc@gmail.com

The employer accepts applications from:

- Canadian citizens and permanent residents of Canada.
- Other candidates with or without a valid Canadian work permit.

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: impacthealthmhc@gmail.com

Posted on canadianjobportal.com